

OPERATION AND MAINTENANCE PLAN

INSTRUCTIONS FOR USE

Standard operation and maintenance plans, (O&M plans), have been developed for all common engineering practices. These O&M plans may be used in standard form or modified as determined appropriate by the individual exercising job approval for the practice design. The following steps are necessary to develop a site specific operation and maintenance plan:

1. Select the standard operation and maintenance plan that corresponds to the practice that is to be installed.
2. Complete the heading that includes the cooperators name and address, legal description of the practice location and the date that the operation and maintenance plan was prepared.
3. The "General Recommendations" listed apply to nearly all installations that will be installed; however, if there is a recommendation that is in conflict with the site specific installation it will need to be modified or deleted.
4. The "Specific Recommendations For Your Structure" will need to be added, in the space provided, by the person who designed the practice.
5. The receipt of the O&M plan by the sponsor/landuser should be documented in the P & I notes and/or a copy of the operation and maintenance plan maintained in the case files.